

## ***Chapter 9***

### ***Subconsultants***

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Depending upon the size of an agreement and the variety of expertise required to accomplish a project, the consultant may elect to contract out part of the work to subconsultants. Also, federal and state requirements may require the use of disadvantaged minority women's business enterprises (DMWBE) in government contracted work.

The use of specific subconsultants and amounts to be billed by subs must be approved in the agreement in writing. Exhibits to the agreement will include the subconsultants proposed labor costs, overhead costs, direct nonsalary costs, and fee in the same manner as for the prime consultant.

All federal, state, and WSDOT rules, regulations, and policies are applicable to the subs.

The firms should discuss this area with the WSDOT contracting officer or consultant liaison in charge of the proposal.

Subconsultants should work with the prime in order to ensure that they understand the contractual relationship that exists between the two organizations. In addition, they should ensure for themselves that they understand the reporting requirements, record retention requirements, and the overall relationship between the work they perform and what is required by the prime as well as WSDOT Audit and management.

**Note:** Contract labor, i.e., contract employees hired for a specific project are considered to be a subcontractor to either the prime or designated subconsultant.

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